How to complete an Exposure Adjustment Report for a Self-Insured Member (Leader Flow)



WCRA

3 Enter your email address and password, then click "Send Authentication".

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Send A	Nuthentication
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4 Enter the authentication code sent to you via email, then click "Login".

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5 From the home screen, click "Policy Data Reporting" then "Exposure Adjustment".

WCRA Portal		<u>Calculators</u> PowerUser ∨
Home Claims ~ Policy Data Reporting A	Reports 🗸 User Management 🗸	
Experience Rating Hello, Powe Exposure Adjustment Welcome to the WCRA Portal. Your trusted site for claim management This portal allows you to submit and manage	and WCRA data reporting. claims, run reports, and complete required dat	a requests.
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Training	User Management	Contact Us
Resources are available to help guide you through using the portal.	You can request new user access or changes for existing users.	If you need assistance, please contact us.
View Training Materials	View User Management	Contact Us
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Use the filters to find the member you want to report for. When you have your filters set, click "Filter" to see the results.

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Exposure Ad	justment				
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olicy Year	Status	Ass	igned To		

7 You can reassign a report to another user by clicking the "Reassign" link.

Note: Reassignment is only allowed for the designated Exposure Adjustment contact

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<u>Home</u> Claims	✓ Policy Data Re	eporting v Repor	ts ∨ User Managen	ent 🗸			
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Member Name 🗘	Policy Year 🗘	Due Date 🗘	Status 🗘 🗛	signed To 🗘	Submitted Date / Time 🗘		
	2023	08/15/2024 Past Due	Not Started	assign		Start Report	

1 to 1 of 1 items

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8	Use the dropdown in the reassignment pop-up to select the user to assign to, then click "Assign Task" to complete the reassignment. If the user is not in the list, Go to
	User Management in the header to invite a new user.

Assign Task	
Assign a user who will be responsible fo	r completing this task.
Assign To:	
Power User	`
Don't see the person you are looking for	?
fo invite additional users go to User Ma	nagement and select Add New User.
	Cancel Assign Task

9 Click "Start Report" to begin reporting.

MCRA Portal Calculators PowerUser ~ Home Claims ~ Policy Data Reporting ~ Reports ~ User Management ~

Exposure Adjustment

Member						
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Policy Year		Status		Assigned To		
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1 to 1 of 1 items						
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0 To use multiple reporting units, select "Yes" to the question "Would you like to use Reporting Units to report your payroll Data?"

Note: Some members are required to report using reporting units, but all members can use them. Reporting units can make reporting easier, eliminating the need to consolidate data before uploading it.

Exposure Adjustment Reporting Fairview Health Services WCRA members are required to report their payroll to the WCRA annually. The reported data is used to reconcile members' prior year exposure and premium. Wore reporting adjustment reporting is due by 12/31/2024. Internation in the right sidebar provides members with valuable information to accurately report their payroll data. Overview The WCRA Annual Exposure Adjustment reporting outsions please contact the assigned for exposure adjustment reporting outsions WCRA with the right sidebar provides members with valuable information to accurately report their payroll data. Overview The wCRA Annual Exposure Adjustment reporting outsions please contact the assigned for the field. WCRA members are required to report their payroll bata. Overview The exposure adjustment reporting for this Member, dick here. You can report your payroll data by Reporting for this Member, dick here. You can report your payroll data by Reporting for this Member, dick here. You can report your payroll data by Reporting for this Member, dick here. You can report your payroll data by Reporting for this Member, dick here. You can report your payroll data by Reporting for this Member, dick here. You can report your payroll data by Reporting for this Member, dick here. You can report your payroll data by Reporting for a Beporting for this Member, click "save and Exit" to return to the list screene on the order data reported. Reference Links Enclose Definitions Windian Materian Materian <	A can expert a can experient to report their payrol to the WCAA annually. The reported data is used to reconcile members' prior year exposure and used to reconcile at the subject of the prior to the WCAA annually. The report data is used to reconcile members' prior year exposure and used to reconcile at their apprior to the report their payrol to the WCAA annual // Subject and their apprior to the report their payrol to the their payrol to the transmitter to their payrol to the transmitter to the report their payrol to the report to the report to their payrol to the report to the report to the report to their payrol to the report to the report. The final Adjustment report to the payrol to the report to the rep	Exposure Adjustment > Fairview Health Services		
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DownloadS For exposure adjustment reporting questions please contact the assigned Calculate adjustment reporting questions please contact the assigned Overview, Terms, and Definitions WCRA Auditor: annual adjustment reports the WCRA to collect payroll data by workers? Payroll Data Template e.grung@wcra.biz collect payroll data by workers? Reconciliation Template e.grung@wcra.biz collect payroll data by workers? Reconciliation Template e.grung@wcra.biz the expiration of a policy term. You can report your payroll data by Reporting Unit. ① The data collected will be used to calculate your your payroll data by Reporting Unit. ① You can report your payroll data by Reporting Unit. ① Vertice the expiration will either receive an invoice or a refund depending on the reconciliation of your exposure and the premium based on the updated data reported. Vou day u like to use Reporting Unit. ① Vertice the expiration will either receive an invoice or a refund depending on the recenciliation of your exposure and the premium based on the updated data reported. Model would you like to use Reporting Unit. Mathematic transmitter to the protice of the period base of the period base of the expiration of a seconciliation of your exposure and the premium based on the updated data reported. Mould you like to use Reporting Unit. Mathematic the exporting Unit. Sub 9 Sub 9 Mould reporting units must have a Completed status before a Member	DownloadS For exposure adjustment reporting questions please contact the assigned Calculate time time of pointy issues for the annual adjustment reporting questions please contact the assigned Overview. Terms. and Definitions CRA Auitor: Pavroll Data Template Eric Gruing Bavroll Data Template e.gruing@wcra.biz Reconciliation Template e.gruing@wcra.biz <td>WCRA members are required to report their payroll to th premium. Your exposure adjustment reporting is due by 12/31/202 Information in the right sidebar provides members with v</td> <td>e WCRA annually. The reported data is used to reconcile members' prior year exposure and i. aluable information to accurately report their payroll data.</td> <td>Overview The WCRA Annual Exposure Adjustment (Annual Adjustment) reporting process is required to reconcile estimated premium calculated at the time of holicy issuance to</td>	WCRA members are required to report their payroll to th premium. Your exposure adjustment reporting is due by 12/31/202 Information in the right sidebar provides members with v	e WCRA annually. The reported data is used to reconcile members' prior year exposure and i. aluable information to accurately report their payroll data.	Overview The WCRA Annual Exposure Adjustment (Annual Adjustment) reporting process is required to reconcile estimated premium calculated at the time of holicy issuance to
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All reporting units must have a Completed status before a Member can report. Click "Save and Exit" to return to the list screen to start reporting Unit. If the Reporting Unit is assigned to another user, that user must log into the portal and submit for the Reporting Unit.	All reporting units must have a Completed status before a Member can report. Click "Save and Exit" to return to the list screen to start reporting for a Reporting Unit. If the Reporting Unit is assigned to another user, that user must log into the portal and submit for the Reporting Unit. Get Started	O No O Yes Add Reporting Unit		Reference Links Employee Definition: Minn.Stat 176.011 Sub 9
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10

11 After clicking "Add Reporting Unit" you will see an Add Reporting Unit pop-up box. You can also assign a registered contact by clicking the down arrow in the Assigned To box. If an Assigned To contact is not selected, the system will default to the same Assigned To contact on the member level report.

Add Reporting Unit		
Reporting Unit Name *		
l		
Assigned To ①		
Select a contact		~
	<u>Cancel</u>	Save

12 Click "Save" to close the Add Reporting Unit pop-up window.

1 0	
Reporting Unit Name *	
Shop	
Assigned To ③	
Select a contact	~
	Cancel Save

13

To add additional reporting units, click the Add Reporting Unit button. You can also edit or delete reporting units as needed.

Exposure Adjustment	ljustment Repo	rting	
WCRA members are required to report premium. four exposure adjustment reporting is information in the right sidebar provid Downloads Downloads Downloads Annol Data Template Payroll Data Template Instructions teconciliation Template Instructions fyou do not perform Exposure Adjus fou can report your payroll data by Re	t their payroll to the WCRA annually. The repo I due by 12/31/2024. les members with valuable information to accu- For of WCF ment reporting for this Member, click <u>here</u> . porting Unit.	ted data is used to reconcile members' prior year exposure and rately report their payroll data. xposure adjustment reporting questions please contact the assigne A Auditor:	Overview The WCRA Annual Exposure Adjustment (Annual Adjustment) reporting process is required to reconcile estimated premium calculated at the time of policy issuance to the actual exposure for the period. The annual adjustment requires the WCRA to collect payroll data by workers' compensation classification code following the expiration of a policy term. The data collected will be used to calculate your year-end 2024 premium. Your organization will either receive an invoice or a refund depending on the reconciliation of your exposure and the premium based on the updated data reported.
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14 All reporting units must complete their individual report before the aggregate company reports are submitted to the WCRA. Click "Save & Exit" to return to the list screen.

No O Yes					Reference Links
eporting Unit Name	Assigned To Contact ⑦	External Status			Employee Definition: Minn.Stat.176.011 Sub 9
op	Power User	Not Started	1	Û	Trucking & Messenger/Courier
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to start repo	ing Unit is assigned to another user, that user must log	; into the portal and submit for the Repor	rting Unit.		Trucking Payroll Allocation Procedures

15 From the list screen, use the expand arrow to view the reporting units.

Note: For detailed instructions on how to submit for a reporting unit, see <u>How to</u> <u>complete an Exposure Adjustment Report for a Self-insured Member</u> (<u>Reporting Unit</u>)

Exposure Adjustment

			× ~			
olicy Year		Status		Assigned To		
All	~	In Progress	× ~	All	~	Filter Reset
Member Name 🗘	Policy Year 🗘	Due Date 🗘	Status ≑	Assigned To 🗘	Submitted Date / Time 🗘	
	2023	08/15/2024 Past Due	In Progress	Power User Reassign		Resume
Reporting Unit Name		Audit Status	Assigned To Contact		Submitted Date	
Shop		Not Started	Power User			Start Report
		Not Started	Power User			Start Report

16 Once a Reporting Unit has completed their submissions, the report can be downloaded by clicking "Download Report".

User Management 🗸

Reports 🗸

If corrections are needed, the Reporting Unit can be reopened by clicking the "Reopen" link.

Exposure Adjustment

Policy Data Reporting 🗸

Home

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2023	× ~	All (6)		~	All	~	Filter	Reset	
Member Name 🗘		Policy Year 🗘	Due Date 🗘	Status 🗘	Assigned To \$	Submitted Date / 1	ïme ≑		
		2023	08/15/2024 Past Due	In Progress	Power User Reassign			Resume	^
Reporting Unit Name		Audit Status	Assigne	d To Contact	Su	ubmitted Date			
Shop		Completed	Power U	Jser	10 9:	0/17/24 20 AM		Download Report Reopen	
HQ		Completed	Power U	Jser	10 9:	0/17/24 24 AM		Download Report Reopen	

17 Once **all** Reporting Units have completed their submissions, click "Resume" to start reviewing the data.

<u>Home</u> Claims ∨ Policy Da	ta Reporting 🗸	Reports 🗸 Us	er Management 🗸				
Exposure Adjus	stment						
Member							
			ж 🗸				
Policy Year	Status		A	ssigned To			
2023 *	All (6)		~	All	~	Filter Reset	
Member Name 🗢	Policy Year 🗘	Due Date 🗘	Status 🗘	Assigned To 🗘	Submitted Date / Time		
	2023	08/15/2024 Past Due	In Progress	Power User Reassign		Resume	^
Reporting Unit Name	Audit Status	Assigne	d To Contact	Subm	itted Date		
Shop	Completed	Power	User	10/17	7/24	Download Report	
				9:20 / 10/17	AM 7/24	<u>Download Report</u>	
HQ	Completed	Power	User	0-24	0.5.5	Beopen	

Next, click "Get Started".

Note: If additional reporting units need to be added, they can be added from this screen.

Exposure Ac	ljustment Repor	ting			
WCRA members are required to repor premium. Your exposure adjustment reporting is information in the right sidebar provid Downloads Overview, Terms, and Definitions Pavoil Data Template Data Template Instructions Reconciliation Template Instructions Reconciliation Template Instructions If you do not perform Exposure Adjus You can report your payroll data by Re Would you like to use Reporting Units O No O Yes	t their payroll to the WCRA annually. The report s due by 12/31/2024. les members with valuable information to accur For er WCRJ tment reporting for this Member, click <u>here</u> , sporting Unit. ⁽¹⁾ to report your payroll Data?	ed data is used to reconcile members' prior year ately report their payroll data. uosure adjustment reporting questions please co Auditor:	exposure and	ned	Overview The WCRA Annual Exposure Adjustment (Annual Adjustment) reporting process is required to record estimated premium calculated at the time of policy issuance to the actual exposure for the period. The annual adjustment requires tw VCRA to collect payroll data by workers' compensation classification code following the expiration of a policy term. The data collected will be used to calculate your yearend 2024 premium. Your organization will either recordilation of your exposure and the premium based on the updated data reported. Reference Links
Reporting Unit Name	Assigned To Contact [®]	External Status			Employee Definition: Minn.Stat.176.011 Sub 9
Shop	Power User	Completed	1	Û	Trucking & Messenger/Courier
HQ	Power User	Completed		1	Industries: Independent Contractors – Seven Factors: Minn.Stat.176.043
Add Reporting Unit			Get Start		Classification of Officials of Political Subdivision: Classification Interpretations C11 Minnesota Basic Manual (mwcla.org) MWCIA Basic Manual Sample Reconciliation

When reviewing the data in any of the sections, you can use the drop down to filter the data by reporting unit, or the consolidate member data. Use the search to view data for an individual class code.

<u>Home</u> Claims ∽ Pol	licy Data Reportin	g ∨ Reports ∨ User Management ∨		
osure Adjustment >				
Payroll Reportin	ng	Payroll Reconciliation	Org Changes	Review
ayroll Repo	rting			2023
Exclusions Rev Officer Excess If ct Summary.	riew the Gross Pay hanges need to be Please note that iew Data	roll being reported. made, Save and Exit to return to the listing screen. payroll should be reported for all Minnesota emplo	Re-open the Reporting Unit to make changes and : yees that received pay at any time during the curre	submit a new Reporting Unit report. Int year being reported.
	For	shop	~	
S	For	hop de (ID) or by Class Code description	Search Reset	
s	For Search by Class Co	de (ID) or by Class Code description	Search Roset	Gross Payroll Amount
s ci sc	For Search by Class Co	de (ID) or by Class Code description Class Code Description MASONRY NOC	Search Reset	Gross Payroll Amount
5 Cl 50 50	For Search by Class Co ass Code	de (ID) or by Class Code description Class Code Description MASONRY NOC PAINTING - METAL STRUCTURES OVER 2 STORIES	Search RESEL	Gross Payroll Amount
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5 50 50 51 51	ForSearch by Class Code ass Code D222 D337 190	e (ID) or by Class Code description Class Code Description MASONRY NOC PAINTING - METAL STRUCTURES OVER 2 STORIES ELECTRICAL WIRING - WITHIN BLDGS & D VEND/COIN OP MACH INSTALL,SERV,REPAIR & SH	& D	Gross Payroll Amount



IMPORTANT: Any changes to the data need to be made at the reporting unit level.

Home Claims	s 🗸 Policy Data Repor	ting ∨ Reports ∨ User Management ∨			
Exposure Adjustment >	_				
P	Payroll Reporting	Payroll Reconciliation	Org Changes	Review	
Payroll F	Reporting				2023
Gross Payroll Overtime Exclusions Officer Excess Summary	Reporting Overtin Review the Overtin If changes need to	Me me being reported. be made, Save and Exit to return to the listing screen. R	e-open the Reporting Unit to make changes	and submit a new Reporting Unit report.	2023
Gross Payroll F Gross Payroll Overtime Exclusions Officer Excess Summary	Reporting Overtin Review the Overthi If changes need to View Data For	me me being reported. be made, Save and Exit to return to the listing screen. R American Crystal Sugar Company (Member)	e-open the Reporting Unit to make changes	and submit a new Reporting Unit report.	2023
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IMPORTANT: To make changes to the data, click "Save & Exit" to return to the list screen. Re-open the reporting unit and resubmit with the correct data.

	9516 RADIO,TV,VIDEO & AUDIO EQUIP INSTAL,SERV,REPAIR &D	
	Total	
	1 to 30 of 30 items Show all records Back to Gross Payroll Save and Exit	Continue
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23 After all Payroll Reporting data has been reviewed, click "Continue" from the summary screen to proceed to Payroll Reconciliation.

24 Review the payroll reconciliation data, then click "Continue" to proceed to the Supporting Documents.

"The Ot that are covered	her Adjustments w needed to reconci under your Minne	ages option should le Verification Sour sata workers' comj	l be used to inpl ce Totals with G pensation policy	ut adjustments not iross Wages by Clos , or payroll for emp	included in the o is Code totals. Su loyees covered u	ther data re ch adjustme nder a consi	ported in the re ints may include truction wrap in	conciliation table, e wages for employ isurance policy, etc	whether inclus vees on your po :	ions or exclusions ayroll but not
View D	ata for Member or	Reporting Unit								
Dako	ta County (Membe	er)	~							
	Q1	Q2	Q3	Q4	Independent Contractors	Political Officials	Work Study Program	Other Adjustment	Total	Reconciled / Not Reconciled
Shop					\$0	\$0	\$0	\$0		4
HQ					50	\$0	SO	S 0		A
Total 1 to 2 o Show al	2 items records				50	\$0	\$0	\$0 Total Recon	ciliation Amou Gross Payro	nt: all: Variance: S1, Data Not Recond
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25 Review the supporting documents, then click "Continue" to proceed to Organizational Change.

Pi	ayroll Reporting	Payroll Reconciliation	Org Changes	Review
Payroll F	Reconciliation			2024
Reconciliation Supporting Docs	Supporting	Documents		
	Review the the supporting docun If changes need to be made, Save	nentation being submitted. e and Exit to return to the listing screen.	Re-open the Reporting Unit to make changes	and submit a new Reporting Unit report.
	Verification Source Documents Preferred - The Minnesota Unem WCRA as verification.)	ployment Insurance Quarterly Wage De	tail Report. (Only the page(s) showing the gro	ss wages by quarters are required to be submitted to the
			innesota Linemployment Insurance Quarterly	Ware Renorts)
	Wage & Tax Registers (Only accept	oted if your organization does not file M		inge upper of.
	Wage & Tax Registers (Only accept 941s, 940s, or W-3s (Only accept	ted if your organization does not file Min	inesota Unemployment Insurance Quarterly W	lage Reports).
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	Wage & Tax Registers (Only accept 941s, 940s, or W-3s (Only accept Social Security Numbers should b View Data for Member or Repor Dakota County (Member) Reporting Unit Name HQ	eted if your organization does not file Mine ee if your organization does not file Min ee excluded or redacted from any docun ting Unit File Name ©	Inesota Unemployment Insurance Quarterly W nents submitted to the WCRA. Submitted By \$	/age Reports). Submitted Date/Time + 12/12/2024 at 02:24 PM
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	Wage & Tax Registers (Only accept 941s, 940s, or W-3s (Only accept Social Security Numbers should b View Data for Member or Repor Dakota County (Member) Reporting Unit Name HQ Shop 1 to 2 of 2 Items	eted if your organization does not file Min ee excluded or redacted from any docun ting Unit File Name File Name	Inesota Unemployment Insurance Quarterly W nents submitted to the WCRA. Submitted By ¢ PowerUser PowerUser	/age Reports). Submitted Date/Time ‡ 12/12/2024 at 02:24 PM 12/12/2024 at 02:23 PM

26 Review the organizational changes submitted by the reporting units. If additional information regarding organizational changes is needed, click the toggle, then add the information in the comments box. Then click "Continue" to proceed to the review.

OWCRA Portal	<u>Calculators</u> PowerUser v	
<u>Home</u> Claims v Policy Data Reporting v Reports v User Management v		
Esposer Adjustment C	Charges Review	
Organizational Changes Review the organizational changes being submitted. If changes need to be made, Saw and Exito meture that listing screen. Re-open the Reporting Unit to make changes and sub Were there any changes to your Min-seste operation during 2024 that had a material impact on the pay-off when compared to Example include organizational changes such as acquisitions, megany, etc., or significant staffing changes impacting payrol to choinger Minnesses toothor.	2024 Init a new Reporting Unit report. In the payroll reported for 2023? In as layoffs, increases or decreases to staff greaser than 10 percent, or opening or	
(Member) Do you have organizational changes to report? Comment		
Reporting Unit Responses HQ Shop		
Each to Supporting Documents Save and Ext	Continue	
(B. WCRA 2004 All Rights Reserved Latest Disclationar Zmarcy Zerma of User EAGs	I Contact Up	

Review the general comments submitted by the reporting units. If additional general comments are needed, add the information in the Comment box. Then click "Continue" to proceed to the summary.

General Comments Review the general comments being submitted. If changes need to be made, Save and Exit to return to the listing screen. Re-open the Reporting Unit to make changes and submit a new Reporting (Member)	g Unit report.
(Member)	
Would you like to include any additional comments related to this submission	1?
Comment (optional)	
1	æ
Reporting Unit Responses	
но	
No Comments	
Shop	
No Comments	
← Back to Organizational Changes Save and Exit	Continue
	Comment (optional) Comment (optional) Reporting Unit Responses HQ No Comments Shop No Comments

28 You can download the report from the summary screen by clicking the "Download Report" link.

		Second and the second second					WCL.4	
ader	Review							20
<u>nents</u>	Report Sum	mary						
mmary	Review the summary b If changes need to be report.	below. Click submit to complete the rep made, Save and Exit to return to the lis	oorting. ting screen. Re-oper	the Reporting Unit	t to make chan	ges and submit a new Re	porting Unit	Download I
		w	/orkers' Compensati Annual Adjustme	on Reinsurance Ass nt Self Insurer Sumi	ociation (WCR mary Report	A)		
	Policy Year: 2023	Policy Year: 2023 Policy Number:2023 Coverage Dates: 01/01/2023 to 01/01/2024						1/2024
	Member:	Member: Report Type: Combined Reporting Units Date Submitted: Not Submitted						
	Exposure Adjustm	ent Contact				Submitted By:		
				Reporting Units				
	Reporting Unit M	lame	Completed By		Date Completed			
	HQ		PowerUser			10/17/2024 at 09:24 AN		
	Shop	Shop PowerUser 10/17/2024 at 0					24 at 09:20 AN	
				Summary				
						Officer Excess &	Other	Chargeable

29 IMPORTANT: Any changes to the data must be made at the reporting unit level.

To make changes to the data, click "Save & Exit" at the bottom of the screen to return to the list screen. The re-open the reporting unit and resubmit with the correct data.

	Payroll Reporting	Payroll Reconciliation	Org Changes	Review	
Leade	r Review				2023
Comments Summary	Poport Sum	mary			
Summary	Report Sum Review the summary b If changes need to be	elow. Click submit to complete the reportin made, Save and Exit to return to the listing s	o creen. Re-open the Reporting Unit to make	e changes and submit a new Reporting Unit	wnload Report
Summary	Review the summary i Review the summary i If changes need to be report.	Head of the submit to complete the renorting made, Save and Exit to return to the listing s Worker An	s creen. Re-open the Reporting Unit to make s' Compensation Reinsurance Association nual Adjustment Self Insurer Summary Rep	e changes and submit a new Reporting Unit (WCRA) port	wnload Report
Summary	Review the summary i Review the summary i If changes need to be report.	Here, Click submit to complete the renortin made, Save and Exit to return to the listing s Worker An Policy	s' Compensation Reinsurance Association nual Adjustment Self Insurer Summary Rej Number: -2023	(WCRA) port Coverage Dates: 01/01/2023 to 01/01/2024	wnload Report

30	After all data has been reviewed and you are ready to finalize the report, click the checkbox to acknowledge the data being provided is accurate and complete.
	но, N/A
	Shop N/A
1	By checking this box, you certify that the data you have provided is accurate and complete to the best of your knowledge.
	← Back to Comments Save and Exit
J All I	Rights Reserved Legal Disclaimer Privacy Terms of Use FAQs Contact Us

31 Then click "Submit" to finalize your report.

wenner comments N/A	
N/A	
Shop N/A	
By checking this box, you certify that the data you have provided is accurate and complete to the best of your knowledge.	
← Back to Comments Save and Exit	Submit

32 When the report is successfully submitted you will see a pop-up confirmation. Click "Continue" to return to the list screen.

\square	١m
Exposure Adjustment Report	
Successfully Submitted	
Thank you for completing the Exposure Adjustment report. We will review the data provided, and contact you if there are any questions.	
Continue	

33 After the member level report has processed and the status is submitted, you can click "Download Report" to download the member level report or the reporting unit report.

Member						
		* ~				
Policy Year	Status		Assigned To			
2023	× × All (6)	~	All	∽ Fil	ter <u>Reset</u>	
Member Name	Policy Year 🗘	Due Date ♀ Status ♀	Assigned To 🗘	Submitted Date / Time 🗘		
	2023	08/15/2024 Submitte	d Power User	10/17/24 9:29 AM	Download Report	^
Reporting Unit Name	Audit Status	Assigned To Contact	Su	ubmitted Date		
Shop	Completed	Power User	10	0/17/24	Download Report	
HQ	Completed	Power User	10	0/17/24 :24 AM	Download Report	

34 Occasionally, the WCRA requests revisions from it's members. When revisions are requested members are notified via email and the report is listed in the portal with a status of Revisions Requested.

To begin, click "Start Revision".

/lember							
			× ~				
Policy Year		Status		Assigned To			
All	~	Revisions Rec	uested x V	All	~	Filter Reset	
Member Name 🗘	Policy Year 🗘	Due Date 🗘	Status 🗘	Assigned To 🗘	Submitted Date / Time 🗘		
	2024	12/31/2024	Revisions Requested	Reassign	12/12/24 2:41 PM	Start Revision	~

35 On the instructions screen, read the "Reviewer comments" for what revisions are being requested.

If the revisions are **only requesting clarifications or comments**, and no data changes are needed, click "Get Started".

If the revisions require a change to a reporting unit's submitted data, click "Save & Exit" to return to the list screen. Skip to slide 38

Exposure Adjustment Reporting

rour exposure adjustment reporting i Information in the right sidebar provi Downloads	s due by 12/51/2024. des members with valuable information to accurately For expos	y report their payroll data. ure adjustment reporting questions please cor	ntact the assigned	(Annual Adjustment) reporting process is required to reconcile estimated premium calculated at the time of policy issuance to the actual exposure for the period. The
Overview, Terms, and Definitions Payroll Data Template Payroll Data Template Instructions Reconciliation Template Reconciliation Template Instructions	WCRA Au	ditor:		annual adjustment requires the WCRA to collect payroll data by workers' compensation classification code following the expiration of a policy term.
				The data collected will be used to calculate your year-end 2024 premium. Your
Reviewer comments: Please provide additional detail				organization will either receive an invoice or a refund depending on the reconciliation
Reviewer comments: Please provide additional detail You can report your payroli data by R Would you like to use Reporting Units O No O Yes	sporting Unit. [®] It o report your payroll Data?			organization will either receive an involce or a refund depending on the reconciliation of your respoure and the premium based on the updated data reported.
Reviewer comments: Please provide additional detail You can report your payroll data by R Would you like to use Reporting Units O No O Yes Reporting Unit Name	sporting Unit. to report your payroll Data? Assigned To Contact	External Status		organization will either receive an invoice or a refund depending on the reconciliation of your expoure and the premium based on the updated data reported. Reference Links Emcloves Definition: Minn Stat. 176.011 Sub 9
Reviewer comments: Please provide additional detail You can report your payroli data by R Would you like to use Reporting Unit O No O Yes Reporting Unit Name Shop	sporting Unit. () Is to report your payroll Data? Assigned To Contact () Power User	External Status Completed	/ 8	organization vill either receive an involce or a refund depending on the reconciliation of your exposure and the premium based on the updated data reported. Reference Links Employee Definition: Minn Stat 176.011 Sub 9 Trucking & Messenger/Courier Industries: Independent Contractors –

Click on the Review step. The requested information will be shown under "Reviewer comments". Use the Comment box to provide your answer.

	Payroll Reporting	Payroll Reconciliation	Org Changes	Review	
eader	Review				2024
<u>Comments</u> <u>Summary</u>	General Co Review the general If changes need to I Reviewer comm	comments comments being submitted. be made, Save and Exit to return to the listing scree nents:	n. Re-open the Reporting Unit to make changes	and submit a new Reporting Unit report.	
	Please provide Comment Enter a com	additional detail on			h
	Reportin	g Unit Responses			
	НО				

After you have added your response, click "Continue".

37 On the Report Summary screen, scroll down to the bottom to able to view your response. Otherwise you can either select "Change Responses" or "Back to Comments" to edit your response.

Once it looks ok, click "Submit" to finalize the revised submission. At this point, you are done.

Comments	Change Responses
Would you like to include any additional notes related to the submission?	
Member Comments	
N/A	
10.	
N/A	
hop	
V/A	
rease provide additional detail on evision Comments	
Example leader flow comment	
By checking this box, you certify that the data you have provided is accurate and complete to the best of your knowledge.	
Back to Comments Save and Exit	Submit



38 If there needs to be a data modification from the original submission, you will need to reopen the appropriate Reporting Unit. To do this, click the "Reopen" link next to the Reporting Unit you need to modify.

Exposure A	djustment				
Member		× ×			
Policy Year	Status		Assigned To		
2023	× ✓ All (6)	~	All	~	Filter <u>Reset</u>
Member Name 🗘	Policy Year 🗘 Due	Date 🗘 Status 🗢	Assigned To 🗘	Submitted Date / Time 🗘	
	2023 08/3 Past	Due Revisions Requested	Power User Reassign	10/17/24 9:29 AM	Start Revision
Reporting Unit Name	Audit Status	Assigned To Contact	Submitt	ted Date	
Shop	Completed	Power User	10/17/2 9:20 AN	24 Л	Download Report Reopen
HQ	Completed	Power User	10/17/2 9:24 AN	24	Download Report Reopen

39 Then click the "Resume" button and proceed through the submission process to make the corrections.

For detailed instructions on submitting data for a Reporting Unit, see <u>How to</u> <u>complete an Exposure Adjustment Report for a Self-insured Member</u> (Reporting Unit)

Exposure Adjustment

			n .				
Policy Year	Stat	IS		Assigned To		_	
2023	× ~ A	II (6)	~	All	Filter	Reset	
Member Name 🗘	Policy Year		Status ≑	Assigned To 💲	Submitted Date / Time 🗘		
	2023	08/15/2024 Past Due	Revisions Requested	Power User Reassign	10/17/24 9:29 AM	Start Revision	^
Reporting Unit Name	Audit	Status	Assigned To Contact	Subm	itted Date		
Shop	In Pro	gress	Power User	10/17 9:20 /	7/24 AM	Resume	
HQ	Comp	eted	Power User	10/17 9:24 /	7/24 AM	Download Report Reopen	
to 1 of 1 items							



Claims 🗸 Policy Data Reporting ~ Reports 🗸 User Management 🗸 Home **Exposure Adjustment** Member x v Policy Year Status Assigned To ✓ All ж 🗸 All (б) 2023 V Filter Reset Member Name 🗘 Policy Year \$ Due Date 🗢 Status 🗢 Assigned To \$ Submitted Date / Time \$ Power User 08/15/2024 10/17/24 2023 Revisions Requested ~ Past Due Reassign Reporting Unit Name Audit Status Assigned To Contact Submitted Date 10/17/24 Download Report Shop Power User Completed Reopen 10/17/24 Download Report Power User HQ Completed Reopen 1 to 1 of 1 items

41 Review the summary report, then click "Submit" to finalize the revision.

You can also download the report using the "Download Report" link at the top of the screen.

Use the "Change Responses" link to return to the section to review or correct data.

IMPORTANT: To make changes to the data for a reporting unit, click "Save & Exit" at the bottom of the screen to return to the list screen. Re-open the reporting unit and resubmit with the correct data.

Operations did not change.	
HQ	
None	
Shop	
Acquired XYZ Company	
Comments	Change Responses
Would you like to include any additional notes related to the submission?	
Member Comments	
N/A	
но	
N/A	
Shan	
N/A	
WCRA Reviewer Comments	
Please provide clarification of the organizational changes for reporting unit Shop.	
Also, please correct the class codes for reporting unit Shop.	
Revision Comments	
XYZ Company was acquired from JKL	
S by checking this box, you certify that the data you have provided is accurate and complete to the best of your knowledge.	
← Back to Comments Save and Exit	Submit
) WCRA 2024 All Rights Reserved Legal Disclaimer Privacy Terms of Use FAQs Contact Us	

42 When the report has been successfully submitted you will see a pop-up confirmation. Click "Continue" to return to the list screen.

